



CHELSEA EDUCATION FOUNDATION 2019-20 GRANT APPLICATION

Complete the following form and return it to CEF as an email attachment. Send it to: grants@chelseaeducationfoundation.org The window for accepting applications is from September 9 through October 21, 2019. The grants chairperson will send you an email acknowledging receipt of your application within 48 hours. If you do not receive confirmation, please contact the chairperson directly via email at lcoryell@chelseadistrictlibrary.org or by phone at 734.475.8732 x 206.

Please Note – New This Year. All applications must include the Principal’s Authorization Form, included at the end of this application. Only applications that include this form, signed by the principal, will be considered eligible for funding. CEF recommends that you inform your principal as soon as possible of your application so that the approval process may be completed before the grant application deadline. The signed form will need to be scanned and included as part of the electronic document submitted to CEF.

APPLICANT INFORMATION

Name:

Email Address:

Position Title at CSD:

Name of School (s):

PROPOSED PROGRAM INFORMATION

General Information

Title of program for which you seek funding:

Was this program funded by CEF last year?

In total, how many years has CEF funded this program in the past?

Briefly describe the program/project.

Learning Objectives

Clearly state the learning objective/s of the program.

Explain how the learning objective/s align with the current goals and/or curriculum of the school/s.

Explain specifically how the program will achieve these learning objectives.

Impact and Innovation

Expected number of students interested in the program:

How many students can participate? If this is less than the number you expect to be interested, how will the students be selected?

If applicable, describe impacts of the program on the wider school community.

If your program incorporates new ways of educating students, what makes the program innovative?

Budget Feasibility

What is the anticipated total cost of the proposed program?

What amount is being requested from CEF?

Are you willing to accept partial funding?

List any other efforts made to seek additional funding for the proposed program.

Itemize and describe in detail how the funds will be allocated.

Publicity

Please provide a brief description of your proposed program that could be used in CEF publicity materials.

If funded, please include photos of the program to CEF for marketing and publicity purposes in the Performance Review.

Performance Review

The CEF Grant program requires all grant recipients to complete and return a Grant Performance Review. The performance reviews are used by CEF to document the funds expended for the grants each year and help CEF budget the funds that will be available for grants the following year. If you are successful in obtaining a grant, the Grant Performance Review will be included with your acceptance letter.

Please submit your performance review to the Grants Committee Chair by email within 30 days of completion of the project. Please include photos and other publicity with your performance review.

FOR MORE INFORMATION

Information about the CEF Grant Program can be found at:
chelseaeducationfoundation.org/grants.

PRINCIPAL'S AUTHORIZATION FORM

CONTINUE TO THE NEXT PAGE FOR THE PRINCIPAL'S AUTHORIZATION FORM. PLEASE HAVE THE PRINCIPAL SIGN THE FORM, SCAN THE FORM, AND INCLUDE IT WITH YOUR APPLICATION. THIS FORM MUST BE INCLUDED WITH YOUR APPLICATION TO BE CONSIDERED FOR A CEF GRANT.



PRINCIPAL'S AUTHORIZATION FORM
CHELSEA EDUCATION FOUNDATION 2019-20

Applicant Name:

Name of School:

Proposed Program Title:

\$ Amount Requested from CEF:

I authorize the above-named applicant's request for grant funds from the Chelsea Education Foundation for the 2019-20 school year.

Principal's Name

Principal's Signature

Date